

## **POSITION DESCRIPTION: GSO TECHNICIAN**

This document lists the major duties and responsibilities of the GSO Technician.

### **MAJOR DUTIES AND RESPONSIBILITIES**

#### **1. MAINTENANCE AND REPAIR**

- Under the direction of supervisor, incumbent takes an active caretaker role in identifying and completing routine tasks in and around USG controlled property.
- Regularly assists in the inspection of buildings and grounds to identify potential problem areas and to recommend repair, renovation and/or construction projects which might be undertaken.
- Performs daily inspection of exterior and public areas of the Embassy, looking for potential maintenance hazards and, when appropriate or directed by supervisor, repairing the hazard, cleaning up debris, etc.
- Using priorities set by his or her supervisor, the incumbent works to develop a work schedule, including prioritizing needs/demands, especially with regard to work requests for maintenance and repair work.
- Where practicable and under the direction of his or her supervisor, the incumbent may perform maintenance and repair work.
- Keeps Embassy destruction equipment in working order (regularly cleaning debris, oiling, etc.).

#### **2. PROCUREMENT**

- When directed by supervisor, determines specifications required for maintenance/repair purchases/services.
- Obtains written bids (according to size of project).
- Maintains list of vendors (plumbing, electrical, snow-clearing, etc.) to maintain competitive pricing.
- Documents performance of vendors.

#### **3. CHIEF OF MISSION/MOTORPOOL DRIVING**

- Serves as back-up Chief of Mission and/or general motorpool driver.

#### **4. PROPERTY MANAGEMENT DUTIES**

- Serves as the issuing officer for Non-Expendable Property
- Serves as the receiving officer for Expendable Supplies.

#### **5. ADMINISTRATIVE DUTIES**

- Coordinates and communicates with other embassy employees and with outside contacts/contractors to ensure effective operation.
- Prepares timely reports, as directed, i.e. reporting on annual numbers of requests for maintenance, status of routine M&R projects, funding, etc.

#### **6. OTHER**

- Performs other duties as assigned.